

**EMERGENCY MANAGEMENT PROCEDURE**

**MANUAL**

**For**

**Epsom Normal Primary School**

Updated July 2009  
Next review Jan 2010

# Emergency Management Procedure

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# Emergency Management Procedure

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## A. Purpose

To ensure that emergency situations are managed in a way that minimises risk to students and staff.

## B. Procedure

### 1. Principal's responsibilities:

- a. The Principal is primarily responsible for the safety of children and staff, and the protection of school property.
- b. The Principal's responsibility is to oversee emergency procedures and manage whatever actions are taken. The Principal, or the Principal's delegate, is the building warden for fire evacuations.
- c. The Principal will report to the Board annually on compliance with the procedures detailed in this handbook.

### 2. In the Principal's absence:

- a. If the Principal is not present during an emergency his/her responsibility, including that of being the building warden for fire evacuations, will be taken over by the next most senior member of staff present, but only after that person has made suitable arrangements for the safety of his/her own class.

### 3. Staff responsibilities:

- a. All staff are required to be familiar with and to be able to competently carry out the school's emergency procedures as detailed in this handbook.
- b. The prime responsibility of all staff is the safety of children.
- c. A teacher's first responsibility is to her/his own class.
- d. In the event that a teacher is not with the class at the time of an emergency, the teacher of the nearest class (or another adult member of staff if that teacher so delegates) is to take responsibility for the class and stay with them until relieved of the responsibility by the class teacher or the senior staff member present.

### 4. Guest and temporary staff

- a. The Office Manager will ensure that all relievers have read the relievers' handbook and signed the relievers' green sheet in the office before commencing work in the school to confirm that they understand the relevant emergency procedures.

## C. Information:

- c. Each room will have a plan showing the evacuation route, location of the nearest assembly point(s) and a copy of the Emergency Management Procedures.
- d. Exits from all rooms will be clearly marked with EXIT signs.

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## D. Practice of emergency procedures

### 1. Trial evacuations

- a. The school will hold a trial evacuation each term under conditions which check the effectiveness of the procedures; ie:
  - i) practices will be held at different times of the school day
  - ii) various emergency exits will be used
  - iii) various people will assume responsibility for leadership
- b. The Property Manager is responsible for ensuring that these procedures are followed.
- c. A checklist will be kept of all trial evacuations:
  - i) The checklist will be filed in the Trial Evacuations Register which is held in the school office
  - ii) Copies of relevant regulations and the Trial Evacuation Check List are held in the Property Manager's file system under the heading Evacuation Scheme

### 2. Records and reporting

- a. A logbook will be kept to record the holding of emergency practices, and will record the result of each practice including:
  - i) time taken for the procedure
  - ii) compliance with emergency procedures
  - iii) problems encountered
  - iv) changes of procedure needed.

## E. Equipment

### 1. Inspection and reporting

- a. The Property Manager will carry out safety inspections as required in the *School Building System and Features Manual* and complete the required reports.

### 2. Fire hoses and extinguishers

- a. The Property Manager is primarily responsible for ensuring that emergency equipment is maintained in good working order.
- b. All staff share a duty to inform the Property Manager if equipment is known to be in need of maintenance.

### 3. Emergency exits

- a. Emergency exits will be clearly marked.
- b. Staff are required to ensure that exits have a 1 metre clearway and are not obstructed in any way at any time.

### 4. First aid kits:

- a. A separate medical kit for emergencies will be kept in the sick bay.
- b. The school office receptionist will maintain the emergency kit up to specification and will check it at least once each month.
- c. The emergency kit will only be used during emergencies and will not be used for other school activities.

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## F. Procedures

### 1. Fire

- a. The person discovering the fire is to activate the fire alarm by breaking the glass and operating the switch at the nearest manual call point.
- b. He/she should if possible contact the office and inform them of the location of the fire.
- c. The office staff on hearing either the alarm or receiving a phone call, must operate the school bells in one long continuous ring and inform the building warden and Property Manager of the fire location.
- d. The building warden or a designated person will immediately call the emergency services.
- e. The building warden and senior management should proceed to the field as per the evacuation procedures taking their mobile phones with them.
- f. The Property Manager is to confirm the location of the fire and liaise with the building warden and emergency services.
- g. All buildings should be evacuated as per the evacuation procedures.

### 2. Earthquake – Volcanic Eruption - Storm

- a. Alarm will be a continuous, intermittent bell or message over the speaker/phone.
- b. Close doors and windows.
- c. Close any curtains and blinds
- d. Move away from windows and doors. Beware of falling objects.
- e. Stay inside the room until given the all clear or further directions from the building warden.
- f. For further procedures please see the Emergency Action Guide held in the office.

### Intruder

- a. If an Intruder is seen in the school, this should be reported to the office immediately by ringing 709 or 710.
- b. The office staff on receiving a Intruder alert call should ring the Police on 111 immediately and then activate the intruder alarm. This is ringing the school bell in a Long, Short sequence and saying the words "CODE BLUE" over the speaker.
- c. On hearing the Intruder Alarm, Long, Short Sequence on bells and CODE BLUE on speakers, teachers are to close and lock windows and doors where possible and assemble students in lock down positions as per schedule on next page.
- d. The following doors are to be closed by the following teachers;  
Room 23 Teacher - Junior Courtyard Door  
Room 20 Teacher - Exit doors to Covered way and Library Garden  
Room 21 Teacher - ESOL Outside Door  
Room 1 Teacher - Senior Walkway  
Room 2 Teacher - Garden Door  
Room 13 Teacher - Middle School Door, and Library Doors  
Office – Front Door, Dental Clinic Doors, Driveway Door, Staffroom Outside Door, Outside Door Property Manager's Office and corridor .  
Resource Manager – Resource Room Doors, Front and Rear.  
All external doors in Prefabs are to be locked.
- e. Curtains are to be drawn and blinds closed where possible.
- f. Any children who are out of their classrooms are to go to the nearest room to be let in. If doors are locked, they should go to the nearest window to attract someone's attention to let them inside.

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- g. Leaders in each area will be the D/P or team leaders.
- h. Communication will be by email, phones, mobiles and or speakers.
- i. All Clear will be “ CODE BLUE STAND DOWN” and or email to all staff.

Code Blue Lock down positions for each room,

Room #	Lock Down position	
0	In senior corridor outside the staff toilets	Close any doors
1	In senior corridor outside the Principal's office	Away from external door
2	In senior corridor outside the property office	Out of sight
3	In senior corridor outside D/Ps office	Out of sight
4	In senior corridor outside D/Ps office	Out of sight
5	Rear of room 5	Out of sight
6	Rear of room 6	Out of sight
7	In toilets and cloak bay	Out of sight
8	Rear office and rear of room	Out of sight
9	Rear office and rear of room	Out of sight
13	Computer Room	Close any doors
14	Computer Room	Close any doors
15	Computer Room	Close any doors
16	In room 16 LHS sitting on floor	Out of sight
17	In room 17 RHS sitting on floor	Out of sight
18	In room 18 sitting against court wall	Out of sight
19	In rear of room 19	Out of sight
20	In Junior common area	Out of sight
21	In Junior common area	Out of sight
22	In Junior common area	Out of sight
23	In Junior common area	Out of sight
24	In room 28 with students next to whiteboard	Out of sight
25	In Junior common area	Go via room 24 and 28
26	In Junior common area	Go Via room 25,24 and 28
27	In room 27 in front of whiteboard	Out of sight
28	In room 28 next to whiteboard	Out of sight
Admin	In senior corridor. Bring Students Emergency Contact List with you.	
Library	Go to computer room	Close and lock doors first
Computer	Stay put. Rooms 13,14,15 will join you.	
Resource	Stay put.	Out of sight
Pool	Get out of the pool and all go to 1 changing room	
Dental	Stay put. If possible move to rear room	Out of sight
Music	Move to house if possible. Check area is clear before going outside.	Out of sight
Staffroom	In senior corridor	Close ext staffroom door
Hall	Go up to stage and close curtains	Close doors
Tuckshop	Go up to stage and close curtains	Close doors, Switch off stove

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## **Flooding – Tsunami**

- a. Identify the source of the flooding if possible.
- b. Notify the office. Monitor the situation and ensure pupils are accounted for.
- c. Prepare to evacuate.

## **Pandemic**

For procedures please see the Emergency Action Guide held in the office.

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## G. Evacuation Procedures

### 1. Evacuation Alarm: fire, gas leak, etc.

- a. The alarm for evacuation will be the ringing of the school electronic bell continuously after the siren has sounded automatically.
- b. The hand bell will be kept in the school office under the Office Manager's desk. In case of a lack of power this will be rung.
- c. When the evacuation (continuous ringing of the electronic bell) alarm sounds:
  - i) all pupils will remain **completely quiet** and listen for instructions.
  - ii) special responsibilities: teachers with special responsibility, have class line up outside and then check special areas as listed (see *\*below*).
  - iii) teachers will give instructions as to which exit is to be used.
  - iv) on the teacher's instruction children will move as directed, in complete silence, to the assembly point at the bottom field. Students and staff will follow routes as marked on the map and wait silently for further instructions (see evacuation map). **If for any reason the route is unpassable, move to the secondary assembly point which is the junior field. Teachers will carry attendance register.** Students will line up in classes with Year 1s on the right (facing the field) and Year 6s on the far left. If teachers pass a classroom in their block where the teacher/class from rooms 1, 7, 13, 8,16, 18 or 20 are known to be in the computer lab/hall/field etc, they will take the responsibility of checking toilets as they pass.
  - v) pupils will be trained to understand that if no teacher is present (eg during a break time) the children will move silently to the assembly point. A teacher from an adjacent class will if at all possible fill the role of the teacher who is not present. All staff leaving school during lunchtimes will log out in the office.
  - vi) Any student who is out of class, (ie on an errand, ESOL, RTLiT) when the alarm rings should join the classroom closest to where he/she is at the time of the alarm and proceed to the field with that class. On reaching the assembly point he/she should rejoin their own class for roll call. Likewise, all visitors to the school will do the same.
- d. At the assembly point:
  - i) the person responsible for each class will count those present to confirm everyone is accounted for by using the attendance register. Teachers are encouraged to "count heads" each day when roll is taken.
  - ii) Teachers will then report to the Deputy Principal (Shelley) who will be on the field. Report all present or not if some pupils are unaccounted for.
  - iii) The Principal (building warden) will be informed of any pupils unaccounted for, and record details on [Form 2.08 Evacuation Checklist](#) which are attached to the school roll, hand carried by *receptionist* (see *\*\* below*).
  - iv) The Principal (building warden) will ensure that emergency services have been called.
  - v) If any person is unaccounted for, the building warden will arrange for the buildings to be searched by the Property Manager and Caretaker.
  - vi) If the evacuation occurs during a break time, all students walk to the field using the quickest route and assemble as in (c) above.

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### 2. Specific Responsibilities for Staff Members

Principal	<ul style="list-style-type: none"> <li>the Principal is the building warden and manages the evacuation and assembly</li> <li>ensures emergency services are called if appropriate</li> <li>ensures all pupils and adults are accounted for</li> <li>ensures the evacuation is recorded on the evacuation checklist</li> </ul>
Deputy Principals	<ul style="list-style-type: none"> <li>proceed to the assembly point with their cell phones.</li> <li>D/P (Shelley) will complete Emergency Checklist on field.</li> </ul>
Property Manager	<ul style="list-style-type: none"> <li>locates alarm and with safety precautions checks the affected/suspected area</li> <li>informs emergency services of location and findings</li> </ul>
*Teachers	<ul style="list-style-type: none"> <li>care for pupils in their own room - supervise them during evacuation and at the assembly point</li> <li>if a class is without a teacher, the teacher from an adjacent class will assume responsibility for the class</li> <li>if time permits, and especially in wet or cold weather, teachers will ensure that children take whatever warm clothing they have available when evacuating the premises</li> <li>teacher in room 1 to check hallway and all toilets prior to evacuation</li> <li>teacher in room 7 to check hallway and all toilets prior to evacuation</li> <li>teacher in room 8 to check toilets under room 8</li> <li>teacher in room 13 to check hallway and all toilets prior to evacuation</li> <li>teacher in room 20 to check hallway and all toilets prior to evacuation</li> <li>teacher in room 18 to check toilets prior to evacuation</li> <li>teacher in room 16 to check all toilets prior to evacuation</li> <li>music room teacher to check hallway, the House, music room and all toilets prior to evacuation</li> </ul>
Office Manager	<ul style="list-style-type: none"> <li>take the emergency procedures manual to the assembly point</li> <li>if possible and with complete safety, take a current copy of the Student Emergency Contact List, when leaving the buildings</li> <li>in the event of fire, take whatever steps can be taken in complete safety to secure key school records (asset registers, registers of admission and withdrawal)</li> </ul>
Administration Assistant	<ul style="list-style-type: none"> <li>checks sickbay and staffroom</li> <li>takes visitors' log from reception counter</li> <li>checks administration staff toilets</li> </ul>
**Receptionist	<ul style="list-style-type: none"> <li>to bring a copy of the updated school roll along with the emergency checklist and the emergency kit including the first aid kit and and procedures to the assembly point.</li> </ul>
Teacher Aides	<ul style="list-style-type: none"> <li>if necessary, under the teachers' supervision, assist special needs pupils with whom they work</li> <li>gather at the assembly point and under the Principal's direction carry out any other duties requested.</li> </ul>
Caretaker	<ul style="list-style-type: none"> <li>checks Cleaners, Contractors, hall and hall toilets.</li> </ul>

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## H. Re-Occupation of Buildings Following Evacuation

### 1. Checking buildings

- a. The Principal will arrange for buildings to be carefully checked before allowing re-occupation of buildings.
- b. When checking buildings prior to re-occupation check for:
  - i) obvious structural damage (after an earthquake)
  - ii) dislodged book cases, cupboards, fittings which could fall
  - iii) leaks in water and gas pipes
  - iv) breaks or blockages in sewer drains and fittings
  - v) spillage of hazardous substances (ie cleaners' supplies)
  - vi) fires not completely extinguished
- c. Toilets should not be used until thoroughly checked for damage and leakage.

## I. Sending Pupils Home

### 1. Decision to send pupils home

- a. Any decision to send children home will be made by the Principal, or in the Principal's absence by a senior member of the staff.
- b. Children will be kept at school until it is safe to release them.

### 2. In the event of an earthquake

- a. Children may be arranged in groups and escorted home by adults
- b. Accurate records will be kept of the movement of children:
  - i) when they left
  - ii) who they left with
  - iii) where they were going

### 3. Students will not be left to find their own way home if:

- a. There is any possibility that their parents/guardians may be delayed.
- b. There is any possibility that children will find it difficult to get home.

### 4. Children whose parents or caregivers can't be contacted

- a. Children whose parents or caregivers can't be contacted will be kept at the school.

## J. Staff Training in Emergency Procedures

### 1. Induction of new members of staff

- a. The Senior Management will provide new staff members with an induction kit which will include information about the school's emergency procedures.

### 2. Relieving teachers

- a. Relieving teachers will be made aware of their responsibility to acquaint themselves with Epsom Normal Primary School's emergency procedures and will be required to sign a statement to that effect.

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### **3. On-going staff training**

- a. Following each emergency drill staff will discuss the outcomes and make decisions regarding:
  - i) revision of the plan
  - ii) additional training needed for staff and/or pupils
  - iii) additional drills needed to achieve satisfactory standards

### **4. First Aid Training**

- a. The office staff will hold a current First Aid Certificate.